

Ali Raza



Experience 2 years 7 mons
Current salary 78000
Created at 9th October, 2023
Last modified 10th October, 2024

Skilled in planning and organizing with the ability to complete tasks on deadline. An independent worker who successfully meets the challenges of a fast-paced environment providing data entry and administrative support to a large department. Sound knowledge of database management tools and data entry technologies.

Personal Information

Email	alirazajogi01@gmail.com	Date of birth	24th June, 2000
Contact No#	03102784230 , 03065091357	Gender	Male
CNIC #	45204-1119516-5	Domicile City	Khairpur Mir's
Country	Pakistan	City	Khair Pur
Address	Muhallah Wandh, Khairpur Mir's		

Education

SHAH ABDUL LATIF UNIVERSITY, KHAIRPUR
BACHELORS - 14 YEARS (1052/1600)
B.COM
2019 - 2022

TRADE TESTING BOARD KARACHI
DIT (705/1000)
Introduction to Information Technology , Office Automation , E-Commerce , System Analysis & Designing
2020 - 2020

BISE SUKKUR
INTERMEDIATE (712/1100)
PRE-ENGINEERING , PHYSICS , APPLIED MATHS
2015 - 2017

BISE SUKKUR
MATRICULATION (639/850)
English , Science , Math
2013 - 2015

Experience

MERF - MEDICAL EMERGENCY RESILIENCE FOUNDATION
DISTRICT NIS/MIS OFFICER
2024 - Currently Working

Currently serving as the District NIS/MIS Officer for the nutrition project under MERF, funded by USAID, I manage and analyze data related to nutritional interventions in District Dadu. My role involves developing and maintaining information systems, ensuring data accuracy and integrity, and providing analytical insights to support decision-making. I collaborate with healthcare teams and stakeholders to enhance data reporting processes, contributing to improved nutritional outcomes and effective resource allocation in the region.

MUSLIM HANDS INTERNATIONAL
SENIOR IT ASSISTANT
2024 - 2024

Senior IT Assistant in Muslim Hands International at District Sujawal Sindh Pakistan

MERF - MEDICAL EMERGENCY RESILIENCE FOUNDATION
DISTRICT DATA ENTRY OFFICER
2023 - 2024

District Data Entry Officer in MERF - Medical Emergency Resilience Foundation, Project Nutrition Emergency Response in Flood Affected Districts Of Sindh Funded by UNICEF at District Sujawal, Sindh, Pakistan

SHIFA FOUNDATION
SOCIAL MOBILIZER
2023 - 2023

Worked as a Social Mobilizer in Organization Shifa Foundation at District Naushahro Feroze Sindh

PAK HUA INDUSTRIAL CO PVT. LTD.
IMPORT & EXPORT DOCUMENTATION OFFICER
2022 - 2022

Import & Export Documentation Officer in Pak Hua Industrial Co Pvt. Ltd. at EPZ Karachi

Skill

Data Security Awareness
Excellent
Last used -

Understanding of data privacy and security best practices.

Documentation
Excellent
Last used -

Ability to create and maintain documentation for processes and systems.

Technical Support
Excellent
Last used -

Troubleshooting skills for IT-related issues.

Time Management
Excellent
Last used -

Ability to manage multiple tasks and prioritize work efficiently.

Communication Skills
Excellent
Last used -

Effective communication, both written and verbal, to interact with teams and stakeholders.

Problem-Solving
Excellent
Last used -

Ability to identify issues in data and processes and propose solutions.

Digital Marketing
Excellent
Last used -

Expert in Digital Marketing.

Attention to Detail
Excellent
Last used -

High level of accuracy and thoroughness in all tasks.

Reporting
Excellent
Last used -

Ability to create and format reports, dashboards, and presentations.

MS Office Proficiency
Excellent
Last used -

Strong command of MS Excel, Word, and PowerPoint for data handling and reporting.

Database Management
Excellent
Last used -

Experience with database software like MS Access, SQL, or similar systems.

Data Analysis
Excellent
Last used -

Expert in Data Analysis

Data Management
Excellent
Last used -

Data Management Expert

ERP Systems
Excellent
Last used -

Expert in ERP Systems

Electrical Engineer
Excellent
Last used -

Expert in Electrical Engineering

Data Entry Operator
Excellent
Last used -

Data Entry Expert

NIS
Excellent
Last used -

Expert in NIS related tasks.

MIS
Excellent
Last used -

Expert in MIS related tasks.

MS Office Suite
Excellent
Last used -

MS Office Suite Expert

Project

UNICEF - Empowering Futures (Muslim Hands International)
Senior IT Assistant
1st July, 2024 - 13th September, 2024

As a Senior IT Assistant for the UNICEF Empowering Futures project, I provided essential technical support and solutions to enhance project efficiency in District Sujawal. I managed IT infrastructure, facilitated training for staff on digital tools, and ensured seamless connectivity and data management. My role involved collaborating with stakeholders to implement innovative technologies that improved program delivery and empowered local communities.

Nutrition Emergency Response in Flood Affected Districts of Sindh (MERF - Medical Emergency Resilience Foundation)
District Data Entry Officer
15th August, 2023 - 31st March, 2024

Worked as a District Data Entry Officer in MERF, UNICEF Project "Nutrition Emergency Response in Flood Affected Districts of Sindh" at District Sujawal Sindh

Integrated Assistance To Flood Affected Areas Of Affected Districts Of Sindh (Shifa Foundation)
Social Mobilizer
1st January, 2023 - 12th August, 2023

Worked as a Social Mobilizer in UNICEF Project "Integrated Assistance To Flood Affected Areas Of Affected Districts Of Sindh" at District Naushahro Feroze Sindh

Certification

Training Certificate From (Virtual University Online Platform DigiSkills.pk)
PYX75APPQ - 8th September, 2021

I have completed the training in DIGITAL MARKETING course under DigiSkills Training Program Batch-10 June 2021 - September 2021 from Virtual University.

This document may be verified online at: [<https://digiskills.pk/verify>] under Certificate ID: PYX75APPQ

Training Certificate From (Virtual University Online Platform DigiSkills.pk)
SYJGC6GPQ - 8th September, 2021

I have completed the training in FREELANCING course under DigiSkills Training Program Batch-10 June 2021 - September 2021 from Virtual University.

This document may be verified online at: [<https://digiskills.pk/verify>] under Certificate ID: SYJGC6GPQ

References

Sheryar Khan
Admin & Hr Officer at Shifa Foundation (1 years)
Professional
Sheryar.khan@shifafoundation.org
03135822400

Abdul Jabbar Panhwar
Project Manager at Muslim Hands International (1 years)
Professional
qjabbarkarim@gmail.com
03337578624

Abdul Qayoom
District Nutrition Manager at Merf - Medical Emergency Resilience Foundation (1 years)
Professional
aqsoomro_1985@yahoo.com
03133197879

Zahid Ali
Hr & Finance Officer at Merf - Medical Emergency Resilience Foundation (1 years)
Professional
ali1987.zahid@gmail.com
03025497740